



## **Millfield English Language Holiday Courses (MELHC) Examinations Policy**

### **The purpose of this exams policy is:**

To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.

To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the Centre's exam processes to read, understand, and implement this policy.

### **Exam Responsibilities**

#### **The Centre Exams Manager (Director of Studies):**

Has overall responsibility for the school as an exams centre and advises on appeals and re-marks.

Is responsible for reporting all suspected or actual incidents of malpractice to the appropriate Exam provider.

Delegates day to day responsibility for such matters to the designated Senior Teacher(s) responsible for each Exam during the examination period.

Ensures that all pre and post course administration is completed accurately and effectively. This includes making applications for special consideration when necessary and the dissemination of results and certificates if students have returned home

#### **Exam Coordinators (Senior Teachers):**

*(This is the individual to whom the Centre Exams Manager has delegated responsibility for administration of specific exams in their campus.)*

Manages the administration of the exam(s) during the summer school.

Advises the Summer School Management Team of annual exam timetables and procedures.

Ensures that candidates and their parents are informed of and understand those aspects of the exams timetable

Maintains systems and processes to support the timely entry of candidates for their exams.

Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.

Organises the training of exams invigilators responsible for the conduct of exams.

Arranges for dissemination of exam results and certificates to candidates if they are still on campus.

**Senior Invigilators / Exam Supervisors are responsible for:**

Assisting the in the efficient running of exams according to Exam provider regulations.

Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the Exam Coordinator.

**Candidates are responsible for:**

Confirmation and signing of entries.

Ensuring they conduct themselves in all exams according to the Exam provider regulations.

**Qualifications Offered**

The qualifications offered at this centre are decided by the Director of Holiday Courses and Events in conjunction with the Director of Studies.

The types of qualifications offered include: Cambridge Assessment English (B1, B2, C1), Trinity College London English Language exams (GESE and Trinity Stars) and LanguageCert ESOL examinations.

Informing the Exams Coordinator(s) of changes to a specification is the responsibility of the Director of Studies.

Decisions on whether a candidate should be entered for a particular exam will be taken by the Exams Coordinator in consultation with the student, parents/agent and confirmed with the Director of Studies.

**Exam Series**

Cambridge Assessment English examinations are taken in week 3 or 4 of the summer school in accordance with the published exam calendar.

Trinity College London examinations are taken at the end of weeks 3 and 6.

LanguageCert Examinations are taken at the end of weeks 2 and 4.

In each case the designated Exams Coordinator is responsible for the timetabling of individual exams. Once confirmed, the Exams Coordinator(s) will circulate the exam timetables to the Summer School Management Team.

**Entries**

Parents or agents can request an exam entry, change of level or withdrawal. The Exams Coordinator can advise students and their parents/agent on whether the chosen exam is appropriate, however the final decision rests with them.

The centre does not normally accept entries from candidates from other organisations.

Entry deadlines are set by Exam providers and are made available by the Exams Coordinator.

**Exam Fees**

All exam entry fees are paid by the candidates' parents or agents in advance of registration.

The centre exam fees are published annually in the course brochure and online.

## **Equality Legislation**

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation and Exam providers.

## **Special Arrangements**

Candidates will be asked on booking to submit supporting evidence if they wish to request special arrangements for taking an exam.

Submitting evidence to the Exam provider is the responsibility of the Centre Exams Manager.

Rooming for special arrangement candidates will be arranged by the designated Exams Coordinator.

Invigilation and support for special arrangement candidates, as defined by the Exams provider, will be organised by the designated Exams Coordinator.

## **Contingency Planning**

Contingency planning for exams administration is the responsibility of the Centre Exams Manager and Exams Coordinator.

## **Managing Invigilators**

Internal staff will be used as Invigilators and Senior Invigilators in all examinations.

Identification and training of the Invigilators is the responsibility of the Exams Coordinator(s) in conjunction with the Centre Exams Manager.

## **Malpractice**

Suspected malpractice must be reported immediately to the Centre Exams Manager who will inform the Director of Holiday Courses and Events.

Suspected malpractice by the Centre Exams Manager must be reported immediately to the Director of Holiday Courses and Events.

Suspected malpractice will be reported to the Exam provider following their policies and procedures. Where suspected malpractice is related to student(s), their parents/agents will be informed of the incident and outcome of any subsequent investigation.

## **Exam Days**

The Exams Coordinator(s) will book all exam rooms and make the question papers, other exam stationery, and materials available for the Senior Invigilators and/or Invigilators.

Setting up rooms is the responsibility of the designated Exams Coordinator. Each room must be set up in line with the Exam provider's guidelines.

The (Senior) Invigilator will start and finish all exams in accordance with Exam provider guidelines. ID checks will be carried out following Exam provider requirements.

Summer School staff will act as invigilators under the direction of the Senior Invigilator/ Exams Coordinator.

In speaking exams, there will be staff identified to supervise waiting rooms and to take students to and from the exam area.

Exam papers must not be removed from the exam room

After an exam, the Exams Coordinator will arrange for the safe dispatch of completed examination scripts and unused papers to Exam providers in line with their guidelines.

## **Candidates**

The Exams Coordinator will provide written information to candidates in advance of each exam series.

The school's published rules on behaviour apply at all times.

In an exam room, candidates must not have access to items other than those clearly allowed in the Exam provider's instructions. This is particularly true of watches, mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room. Candidate's bags and electronic items should be stored in a room and only returned at the end of the final exam paper.

Disruptive candidates are dealt with in accordance with Exam provider guidelines

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times and can only leave at times stated by Exam provider guidelines. ID checks must be completed when a candidate returns to the exam room.

The Exams Coordinator is responsible for handling late or absent candidates on exam day.

All exam candidates need to provide clear scans of photographic ID at the time of booking a course, this must be the same documentation that they use to travel to the UK. For written examinations the ID must be open at the photograph page on the desk. At the start of the examination, the Invigilator will walk around the room and check the identity of every candidate. For speaking examinations, candidates need to bring their photographic ID and produce it for the examiner if requested.

If the Invigilator is concerned about the identity of a candidate, the Exams Coordinator will be asked to confirm the candidate's identity. If it is established that the person taking the examination is not the person who was entered for the examination, this malpractice will be reported to the appropriate Exam provider.

## **Results**

Notification of the availability of results is sent to the Centre Exams Manager.

All candidates are informed about how they can access their results following return home.

If results are available while candidates are still at Millfield, they will be distributed by the Exams Coordinator after discussion with the Centre Exams Manager and Director of Holiday Courses.

Certificates are posted to candidates by the Enterprises Office using either International post or DHL.